

JOB OPPORTUNITY

OPEN TO*: **U.S. Citizens Only, in one of the following categories:**
- Appointment Eligible Family Members (AEFMs) - all agencies
- U.S. Citizen Eligible Family Member (USEFM) – all agencies
- U.S. Citizen Members of the Household (USMOH) – all agencies
- U.S. Citizen Not Ordinarily Residents (NOR)

** Per U.S. Secret Service guidelines, candidates holding dual citizenship are not eligible to apply.*

POSITION: USSS Resident Administrative Officer

OPENING DATE: **November 24, 2015**

CLOSING DATE: **open until filled**

WORK HOURS: Full-time: 40 hours/week

SALARY:** FP – 05 step 1 to step 4; USD 43,812 p.a. for a full-time schedule (USD 20.99/hour) – USD 47,875 p.a. for a full-time schedule (USD 22.94/hour) – FP Base Salary Schedule.

*** Selected applicant will be appointed on a Personal Service Agreement (PSA) on the FP Base Salary scale. The benefits are limited to leave accrual, Social Security and Medicare contributions*

NOTE: Only AEFMs, USEFMs, USMOHs and USNORs (as defined in Appendix A below) of U.S. Government employees assigned to the Mission under Chief of Mission authority are eligible for consideration.

The U.S. Embassy in Bucharest, Romania is seeking eligible and qualified applicants for the position of Resident Administrative Officer (RA O) in the U.S. Secret Service office.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as the Resident Administrative Officer in an overseas resident office, Office of Investigations, U.S. Secret Service. All law enforcement protective and administrative activities of the U. S. Secret Service in a particular Resident Office (RO) jurisdiction are under the direction of the Resident Agent in Charge (RAIC).

The incumbent independently plans and organizes work, identifies goals to be met, establishes deadlines for completion, selects approaches and methods, and uses judgment and initiative to resolve complex problems according to established policies and accepted practices.

The incumbent performs a variety of administrative functions for the resident office related to financial management, procurement, property management, etc. as well as protective and investigative support. Completed work is reviewed for soundness of recommendations and technical judgment, compliance with established policies, compatibility with organizational goals and guidelines, and effectiveness in achieving intended objectives.

A copy of the complete position description listing all duties and responsibilities is available, on request, in the Human Resources Office.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Note: level of required qualifications may be tested prior to the interview

1. High School Diploma or equivalent required.
2. Two to three years of work experience in the administrative field.
3. English - fluent working knowledge required - Speaking/Reading/Writing (this will be tested).
4. Extensive knowledge of financial and cash management practices.
5. Knowledge of inventory management. Ability to evaluate and analyze information relating to accountability, utilization,

identification, classification and storage of equipment.

6. Good working knowledge of computer programs including MS Word, Excel, Access and Power Point.
Also, must have the ability to type a minimum of 40 words per minute.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, **it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.**

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION AND ELIGIBILITY CRITERIA

1. **Candidates holding dual citizenship are not eligible to apply, per U.S. Secret Service guidelines**
2. **Selected applicant must submit to a drug test and single scope background investigation by U.S. Secret Service and by the Department of State in order to obtain and hold a Top Secret Clearance.**
3. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
4. Current Not Ordinary Resident (NOR) employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

TO APPLY

Applicants are instructed to address each required qualification detailed above with specific and comprehensive information supporting each condition.

Applicants must submit the following documents to be considered:

1. Universal Application for Employment [DS-174](#), addressing answers to all questions. Wherever dates are asked, the applicant is responsible to include full dates, in mm/dd/yyyy format.

When needed, page 6 of form DS-174 - CONTINUATION - WORK EXPERIENCE – can be used multiple times to address additional work experience for a complete résumé.

A current resume or curriculum vitae may be attached to the application, as long as it answers all questions in Appendix B below; **plus**

2. Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.
3. Any other documentation (e.g., IDs, essays, certificates, awards etc.) that addresses the eligibility and qualification requirements of the position as listed above.

SUBMIT APPLICATION, IN ELECTRONIC FORMAT ONLY, TO:

Human Resources Office:

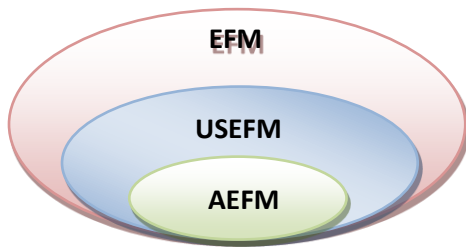
- e-mail: BucharestRecruitment@state.gov;
- phone: +4-021-200.3572

***Important Note:** once received, an automatic response will be sent on behalf of Post HR, confirming receipt of all applications submitted by the advertised closing date. Candidates are instructed to contact Post HR, only if they do not receive a confirmation response*

The U.S. Mission in Bucharest provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

4. Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under Chief of Mission authority;
- A MOH may include a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister; who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. MOHs are by definition cohabitants;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. Not Ordinarily Resident (NOR): An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently to the Mission who are eligible for employment under an American pay plan, on the travel orders, and under COM authority; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the American FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

NORs may also include Members of Household (MOHs) who do NOT need a work and/or residency permit to legally work in the host country and who do NOT come under host country labor law.

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who is:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR.

ORs also include non-U.S. Citizen EFMs residing in their country of birth/citizenship, or dual-national USEFMs currently residing in their country of birth/citizenship.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP) on the Romanian Pay Scale.

5. U.S. Veteran Preference:

Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted, is the only acceptable documentation for establishing entitlement. According to Section 2108 of Title 5, United States Code, to receive preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans. Guard and Reserve active duty for training purposes does not qualify for preference.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

1. Position Title
2. Position Grade
3. Vacancy Announcement Number (if known)
4. Dates Available for Work
5. First, Middle, & Last Names as well as any other names used
6. Current Address, Day, Evening, and Cell phone numbers
7. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No)
8. U.S. Social Security Number and/or Identification Number
9. Eligibility to work in the country (*Yes or No*)
10. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
11. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
12. Days available to work
13. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
14. U.S. Eligible Family Member and Veterans Hiring Preference
15. Education
16. License, Skills, Training, Membership, & Recognition
17. Language Skills
18. Work Experience
19. References